

Employability Skills

Employability skills are a range of attributes you can develop through your education, training, work experience, interests and extra-curricular activities.

Employability skills are essential in every workplace and highly valued by employers. Read on for examples of key strengths that you can develop and use in a variety of work or life situations.

Your employability skills

Knowing your own skills helps when writing effective job application letters and resumes or preparing for job interviews. Read the list below and try to identify specific examples that demonstrate your skills.

Personal attributes most sought by employers

Loyalty, commitment, honesty and integrity, enthusiasm, reliability, personal presentation, common sense, positive self esteem, a sense of humour, a balanced attitude to work and home life, an ability to deal with pressure, motivation and adaptability.

Communication

- listening and understanding
- speaking clearly and directly
- writing to the needs of the audience
- negotiating responsively
- reading independently
- empathising
- speaking and writing in languages other than English
- using numeracy to convey information
- understanding the needs of internal and external customers
- persuading effectively
- establishing and using networks
- being assertive
- sharing information

Teamwork

- working across different ages and irrespective of gender, race, religion or political persuasion
- working as an individual and as a member of a team
- knowing how to define a role as part of the team
- applying team work to a range of situations e.g. futures planning, crisis problem solving
- identifying the strengths and weaknesses of the team members
- coaching and mentoring skills including giving feedback

Problem solving

- developing creative, innovative solutions
- developing practical solutions
- showing independence and initiative in identifying problems and solving them
- solving problems in teams
- applying a range of strategies to problem solving
- using mathematics including budgeting and financial management to solve problems
- applying problem solving strategies across a range of areas
- testing assumptions taking the context of data and circumstances into account
- resolving customer concerns in relation to complex project

Self management

- having a personal vision and goals
- evaluating and monitoring own performance
- having knowledge and confidence in own ideas and visions
- articulating own ideas and visions
- taking responsibility

Planning and organising

- managing time and priorities—setting time lines, coordinating tasks for self and with others
- being resourceful

- taking initiative and making decisions
- adapting resource allocations to cope with contingencies
- establishing clear project goals and deliverables
- allocating people and other resources to tasks
- planning the use of resources including time management
- participates in continuous improvement and planning processes
- developing a vision and a proactive plan to accompany it
- predicting—weighing up risk, evaluate alternatives and apply evaluation criteria
- analyzing, collecting and organising information
- understanding basic business systems and their relationships

Technology

- a range of basic computer skills
- organising data
- being willing to learn new technology skills
- working autonomously
- contributing to the learning community at the workplace
- applying learning to 'technical' issues e.g. learning about products and 'people' issues, interpersonal and cultural aspects of work
- enthusiasm for ongoing learning, in any setting—on and off the job—mentoring, peer support and networking, IT, courses
- being open to change by new learning skills and techniques

Initiative and enterprise

- adapting to new situations
- developing a strategic, creative, long term vision
- being creative
- identifying opportunities not obvious to others
- translating ideas into action
- generating a range of options
- initiating innovative solutions

Further information

The Job Shop is your one stop shop for events, seminars and one on one career advice. Visit the Jobs and Career advice web pages for more tips, videos and career information.

www.rmit.edu.au/students/life-and-work-opportunities/jobs-and-career-advice

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